

*In attendance: Jean Rolfs, Brenda Shipley, Karen Waldroff, Jim Hollis, Joyce Babin, Ray Fulmer, Jack Gooding, Bill Clark and Sherry Daves.*

**Issue:** It was requested that the Clerk's Office remove the "Late" field from the Claims Register.

**Answer:** This change has been completed.

**Issue:** Ray Fulmer requested that double entry be required when entering debtor's social security numbers into ECF.

**Answer:** As most attorneys use private bankruptcy software, this would need to be accomplished through those private software vendors. Karen Waldroff will pass this request on to the bankruptcy software vendors.

**Issue:** When a new trustee is appointed to a case after the first meeting has been set (original trustee declines case), how can the new trustee receive the full SSN?

**Answer:** The Clerk's Office has modified the "Notice of Rescheduled 341 and Successor Trustee" form, which is produced in most cases, to include the full SSN. In addition, the US Trustee has instructed that when the case is transferred to a new trustee, the old trustee transfer their file, which would contain the full SSN in the original First Meeting Notice, to the new trustee.

**Issue:** Request from Chambers staff: Bring 4 or 5 copies of exhibits to have sufficient quantity available. When filing Motions to Substitute, take greater care to simultaneously e-mail the proposed order to the appropriate Judges' orders e-mail account.

**Issue:** Jack Gooding asked the US Trustee's office about the random sampling case review letters. Bill Clark asked that Chapter 7 Trustees ask more questions of debtors at First Meetings.

**Answer:** Jim Hollis said attorneys should send specific inquiries to the U.S. Trustee's Office in Little Rock.

**Issue:** The issue of attorneys filing incorrect Schedules I and Schedules J was discussed. It was suggested that, where appropriate, the Trustee should discuss specific questions

with the attorney or refer concerns to the US Trustee's office. If errors are particularly egregious and/or repetitive, a referral to the Committee on Professional Conduct could be considered.

**Issue:** Karen requested that attorneys use /s/ with the full name or electronic signature and convert to PDF when possible, instead of manually signing and scanning documents. Converting to PDF instead of scanning will significantly decrease the amount of memory required in the court's ECF system and provide faster downloads for the public and bar.

**Issue:** Refresher ECF course will be offered soon at the Clerk's Office. Jean requested input as to class content.

**Answer:** It was suggested that the Clerk's Office remind attorneys to send replacement staff to ECF training. Joyce suggested that the training include a procedure review: how to route orders to judges, how to convert to PDF, Privacy/SSN Issue (Form 21).

**Issue:** Jack Gooding asked if the bankruptcy judges are open to telephone appearances. There is a Texas judge who prefers this method.

**Answer:** This question will be referred to the bankruptcy judges.

The committee will meet again October 5, 2004 at 1:30 pm in Fayetteville at the Federal Building, following Judge Taylor's Fayetteville Divisional Day and the NW Arkansas Debtor Creditor Bar luncheon.